

Job Description of Fundraiser for Putnam Service Dogs

501(c)3 nonprofit organization that provides free service dogs to people with physical disabilities other than blindness seeks:

- **Fundraiser who will be passionate about our mission and organization.**
- **Seasoned fundraiser with a proven track record.**
- **Pro-active and creative**
- **Someone who lives in Putnam, Dutchess, or Westchester counties in NY, or in the Danbury/Ridgefield/Brookfield area of Connecticut**
- **Available for a mostly virtual, occasional in-person, part-time position, with flexible hours. 10 hrs/week or 40 hrs.month = \$50/hr.**

Responsible for:

Planning and executing outreach to current donors. Build & Maintain positive relationships with our donors.

Planning and overseeing the Capital Campaign to begin in 2022 or early 2023, in conjunction with the Capital Campaign Chair, and the CEO

Assisting in raising money, and other kinds of donations.

Preparing progress reports to measure accomplishments

2 References requested.

Starting: November 15, 2021

**Submit resumes to: Nancy Teague, CEO, nteague@putnamservicedogs.org
917-449-5359**

